



The Position

Working under close supervision, the Staff Services Analyst I is the entry level into the professional series. The Staff Services Analyst I is responsible for performing general administrative, personnel, staff development, fiscal, and/or program analytical work. Incumbents gather, tabulate, analyze, and chart data; interview and consult with departmental officials, employees and others to give and receive information; prepare reports and make recommendations on procedures, policies, and program/functional area issues and alternatives; review and analyze proposed legislation and advise management on the potential impact; make decisions in financial, personnel, and other administrative systems of average to difficult complexity; and prepare correspondence. As experience is gained, the incumbent is granted more independence from supervision. Most incumbents are expected to promote to the II level after a year of satisfactory performance; however, positions limited to analytical duties of a more routine, repetitive nature will be permanently allocated to the I level.

Additional Information

A valid driver's license may be required at the time of appointment and employees may also be required to drive their own car, provide proof of car insurance, and a DMV clearance. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Position may require pre-employment drug testing, physical and fingerprinting for a background investigation.

The existing eligible list will be replaced upon completion of this examination.

***At the discretion of the El Dorado County Department of Health & Human Services and with the approval of Merit System Services, qualified candidates certified to the eligible list established by this exam may be appointed to the Staff Services Analyst II level if the appointee meets the Staff Services Analyst II minimum requirements. Salary for the II level is \$4,525 - \$5,501.**

El Dorado County

El Dorado County, with a population of approximately 172,889, is located just 30 miles east of Sacramento, California's State Capitol and only 40 miles west of Carson City, Nevada's State Capitol.

Placerville, the seat of government for El Dorado County, sits at an elevation of about 2,000 feet, with a population of approximately 10,000. South Lake Tahoe sits at an elevation of 6,260 feet and has an approximate population of 21,400.

El Dorado County offers easy access to the entertainment, business, shopping and educational venues of the greater Sacramento region. While also offering many recreational activities including: river rafting, miles of downhill and cross-country skiing, fishing, boating, water-skiing in any of the 200 lakes or 682 miles of rivers, hiking, biking, backpacking, and horseback riding. The county contains over 413,928 square acres of national forests.

Staff Services Analyst I* – Fiscal

El Dorado County Department of Health & Human Services

Monthly Salary: \$4,073 - \$5,501

Application Deadline:

June 26, 2012

5:00 p.m. PDT

Tentative Examination Date:

Written Exam: Saturday, July 14, 2012

Oral Exam: Week of July 30, 2012

Examinations will be held in El Dorado County

Location:

The resulting list will be used to fill vacancies in
Placerville, California

Minimum Qualifications

While the following requirements outline the minimum qualifications, the department reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job.

EITHER

Option I: Graduation from an accredited four year college or university with a bachelor's degree;

OR

Option II: Two years (60 semester or 90 quarter) of college units;

AND

One (1) year of full time experience comparable to an Eligibility Worker III, Integrated Case Worker III, Employment and Training Worker III, Social Worker II, Accounting Technician, Child Support Specialist III, or Staff Services Specialist; **or** Two (2) years of full time experience comparable to an Eligibility Worker II, Integrated Case Worker II, Employment and Training Worker II, Account Clerk III, or Child Support Specialist II; **or** Two (2) years of full time technical level experience involving general administrative, personnel, fiscal, staff development, or program work.

KNOWLEDGE AND ABILITIES

The following may be tested in the examination:

Knowledge of:

- Public and business administration principles and practices.
- Methods and techniques involved in conducting analytical studies of administrative and management practices, methods and procedures.
- General research practices, techniques, and terminology to conduct research for a department.
- A variety of computer software applications, including database, graphics/presentation, word processing and spreadsheet software.
- Methods and techniques of report preparation.
- English language (i.e. composition, spelling, grammar, and sentence structure).
- Project management principles to ensure projects activities are conducted in a fiscally responsible and timely manner.
- Principles and practices of effective customer service.
- Principles of teamwork and teambuilding in order to work effectively as a member of a team and facilitate effective teamwork.
- Principles and practices of the functional areas applicable to the assigned options.
- Principles and practices of leadership and supervision.
- Budget preparation and control, basic accounting principles.
- Methods and procedures of governmental budget preparation and control.
- Financial statement preparation.
- Cost/benefit analysis.

Ability to:

- Analyze a situation or problem, including stressful situations, accurately and objectively in order to identify alternative solutions and determine an effective course of action.
- Collect and analyze data and information in order to derive logical conclusions.
- Formulate options and make recommendations based on data and information collected.
- Analyze policies, procedures, and programs and make effective recommendations.
- Make sound decisions and independent judgments within established guidelines.
- Read, interpret, and apply a variety of information (e.g. laws, policies, procedures, court cases, memorandum of understanding, ordinances, contract provisions, legislations, directives) in order to provide information and ensure compliance.
- Analyze and interpret basic statistics.
- Perform arithmetic calculations, including ratios and percentages.

KNOWLEDGE AND ABILITIES CONTINUED

- Operate a computer to prepare results of analyses (i.e. reports, tables, charts, and graphs) and perform operations (i.e. conduct research on the internet, collect, input, and retrieve data and information).
- Express information and ideas orally in a clear, concise, organized manner by using proper diction, grammar and volume so that others will understand.
- Make effective presentations and respond to questions from various groups, including boards, committees, and the public.
- Compose business communications (e.g. letters, memos, notices) and reports, policies, and procedures, in a clear, concise, organized, and accurate manner.
- Identify problems and central issues.
- Reason logically and critically.
- Perform, analyze, and document research.
- Research legislative issues and read and understand legislation.
- Recommend and implement changes/improvements.
- Develop and maintain cooperative, effective working relationships with co-workers, representatives of community organizations, state/local agencies and associations, supervisors, internal management staff, employee representatives and the public.
- Effectively mediate and resolve conflicts between/with individuals.
- Influence and persuade others to accept a particular viewpoint or to follow a particular course of action.
- Work and interact with a variety of individuals from various socioeconomic, ethnic, and cultural groups in person and by telephone, including situations where relations may be strained or confrontational.
- Work independently and accept increasing responsibility.
- Prioritize, plan, coordinate, and organize simultaneous work assignments and projects to meet critical and competing deadlines.
- Manage projects by developing project budgets and timelines to ensure projects meet time and budget guidelines.
- Work as a team member by keeping communication open, offering support, sharing knowledge, and contributing to and/or leading team efforts.
- Supervise clerical and/or technical employees, if required by the position.
- Monitor, plan, direct, assign and review the work of clerical and/or technical employees, if required by the position.
- Perform budget, grant, and contract analysis, preparation, and monitoring.
- Analyze and make effective recommendations regarding financial and accounting procedures.
- Compile, compute, and summarize data related to the acquisition, distribution, and utilization of funds.

EXAMINATION INFORMATION

MSS reserves the right to revise the examination plan if the circumstances under which this examination was planned change. The examination process may include one or more of the following components: application evaluation, computer skills assessment, supplemental questionnaire, written examination, job related exercise, and/or a structured oral examination. Candidates will be notified of any changes to the examination plan as posted on this job bulletin.

The examination components consist of:

WRITTEN MULTIPLE CHOICE TEST

This examination will be weighted: Pass/Fail

Categories tested may include:

- Reasoning/Analytical Ability
- Math and Statistics Knowledge
- Written Communication
- Interpersonal Skills

ORAL EXAMINATION

This examination will be weighted: 100%

- Analytical Ability
- Communication (Oral & Written)
- Education, Experience, & Training
- Fiscal/Contract Knowledge
- Initiative
- Interpersonal Relations
- Job Related Knowledge and Skills
- Planning/organizational Skills
- Staff Development
- Training / Staff Development

FOREIGN EDUCATION

Applicants who completed their education outside of the United States must submit verification of degree and/or course equivalency by the application deadline. Organizations that provide foreign education credential evaluation services can be found at www.naces.org. MSS will accept verification of degree and/or course equivalency from any of the listed member agencies.

SPECIAL TESTING ARRANGEMENTS

Special testing arrangements may be made to accommodate applicants with disabilities or whose religious convictions prevent them from testing on a specific date. If you require such arrangements, it is your responsibility to contact MSS at mss@cps.ca.gov within five (5) days of the date on your letter/email notifying you that you have been invited to move forward in the exam process.

Nothing in this recruitment bulletin constitutes an expressed or implied contract. MSS reserves the right to make necessary modifications to the examination plan and/or schedule in accordance with Local Agency Personnel Standards.

EXAMINATION NOTIFICATION

MSS will send you an email informing you of your status once it has been determined. Candidates who apply via a paper application and do not supply us with an email address will receive all recruitment notification via United States Postal Service. Selected applicants will be invited to the next step of the examination process. If you have not received notice at least two (2) working days prior to the tentative test date, please contact Merit System Services at mss@cps.ca.gov.

Some positions require that all approved candidates take and pass an oral examination to continue in the recruitment process. If this job bulletin states that there will be an oral exam for this position please note the following: Prior to being scheduled for the oral examination, you will receive an email from Merit System Services, mss@cps.ca.gov, asking you to confirm your interest in the position and your availability to attend the exam on a specific date. If you do not reply to the e-mail sent to you by the specified deadline or you are not available on the specified exam date, you will not be scheduled for the oral exam.

HOW TO APPLY FOR THIS EXAMINATION

Applicants must submit a completed MSS application, including any of the additional documents/materials indicated. Additional documents/materials are included in the online application. Apply online by logging onto www.mss.ca.gov and following the instructions.

It is recommended that you apply via the online application system. Applicants without Internet access may fax a paper application to (916) 648-1211 or mail to the address below. Faxed or mailed applications will ONLY be accepted on the dates/times indicated on the front of this job bulletin. Faxing or mailing your application does not guarantee that your application will be among those approved. POSTMARKS ARE NOT ACCEPTED.

Application packets may be obtained by contacting MSS, or the Social Services, Child Support, or HR Department in the county.

MERIT SYSTEM SERVICES

241 Lathrop Way, Sacramento, CA 95815

Website: www.mss.ca.gov

Email: mss@cps.ca.gov

Phone: (916) 263-3614

Note: Your application and any additional material become the property of MSS. **Please make a copy for your file.**

This job bulletin will not be available online after the application deadline. Please print a copy for your records.

El Dorado County is an Equal Opportunity Employer

SUPPLEMENTAL FORM

**STAFF SERVICES ANALYST I - FISCAL
EL DORADO COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES
APPLICATION DEADLINE: 6/26/12**

Your responses to this supplemental questionnaire are an integral part of your examination, and will be reviewed and evaluated based on the job requirements. Applicants with the most relevant experience will be invited to the examination. It is important that your responses be as complete and detailed as possible. Please write your responses on separate sheets of 8 ½ X 11 paper, referenced to the appropriate questions, and attach them to this cover sheet. IF YOU APPLY ONLINE YOU DO NOT NEED TO COMPLETE THIS FORM. IT WILL BE PART OF THE ONLINE APPLICATION.

Name: _____ Date: _____

FAILURE TO RESPOND TO THIS SUPPLEMENTAL QUESTIONNAIRE AND SUBMIT YOUR RESPONSES TO MERIT SYSTEM SERVICES BY THE APPLICATION DEADLINE WILL ELIMINATE YOU FROM THE EXAMINATION PROCESS.

1. Do you have any experience with accounting or fiscal analysis in a government agency?
(If yes) Please describe your experience including a description of duties performed. Include the dates worked, hours per week, the employer, and a brief description of duties for each job that included accounting or fiscal analysis experience.

2. Do you have any experience creating, monitoring, or performing analysis for an agency budget?
(If yes) Please describe your experience including a description of duties performed. Include the dates worked, hours per week, the employer, whether the employer was a public sector agency, a private sector agency, or non-profit.